

# QUICKFUND\$ BUDGET FOR INDIVIDUALS-FORM 1B

Applicant Name \_\_\_\_\_ Date: \_\_\_\_\_

**Fill out the appropriate QuickProject or Professional Development section below:**

☐ **QUICKPROJECT:** Expenses for Project or Activity

**Artist Fee** \_\_\_\_\_ \$ \_\_\_\_\_

(Funds needed by the applicant for time to complete a project.)

**Supplies/Materials** (The Commission cannot fund capital costs such as the purchase of equipment.)

Itemize \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Fees for Services and Other Expenses**(technical, production, consultant, space or equipment rental, shipping)  
The Commission cannot fund promotional expenses, such as invitations, refreshments, etc.)

Itemize \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Travel/Subsistence** (Private vehicle @ .35 per mile) Cost allowed for travel beyond a 25-mile radius.

Airfare, car rental, or mileage \_\_\_\_\_ \$ \_\_\_\_\_

Meals (not to exceed \$30 per day) \_\_\_\_\_ \$ \_\_\_\_\_

Lodging \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL COST OF PROJECT.....\$** \_\_\_\_\_

<b>Total Grant Request (up to \$1,000)</b>	<b>\$</b> _____
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**Note:** Required cash match ratio **1:3**. For example, if you request \$1,000, the match must be at least \$333.

☐ **PROFESSIONAL DEVELOPMENT:** Reimbursable expenses for applicants to attend workshops, conferences, gatherings, and seminars. Copies of receipts for fees, lodging, and airfare are required for reimbursement.

**Fees** (Workshop/Conference/Seminar/Conference Materials/etc.)

Itemize \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Travel/Subsistence** (Private vehicle @ .35 per mile) Cost is allowed for travel beyond a 25-mile radius.

Airfare, car rental, or mileage \_\_\_\_\_ \$ \_\_\_\_\_

Meals (not to exceed \$30 per day) \_\_\_\_\_ \$ \_\_\_\_\_

Lodging \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL COST OF ACTIVITY.....\$** \_\_\_\_\_

<b>Total Reimbursement Request (up to \$500)</b>	<b>\$</b> _____
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**Note:** Required cash match ratio **1:1**. For example, if you request \$500, the match must be at least \$500.